

Merced County Occupational Outlook 2003



*Merced County
Department of Workforce Investment*

A Product of the

California Cooperative Occupational Information System



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And The California Occupational Information Coordinating Committee
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This study is a result of efforts by the Merced County Department of Workforce Investment and the State of California's Employment Development Department. It provides labor market information on selected occupations in Merced County.

We must give credit to the many employers whose patient responses to this survey provided the foundation for the occupational summaries in this report.

Additionally, many thanks to the **Merced County Board of Supervisors**, the **Merced County Workforce Investment Board**, its **Youth Council**, **Merced County Worknet** and the educational community, for without their collaboration, this document would not have been possible. We deeply appreciate their contribution in sharing information and knowledge of the local labor market.

California Cooperative Occupational Information System (CCOIS)
Agencies Publishing Occupational Outlook Reports (OOR) throughout California

Alameda County

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Oakland CA 94612
Phone: (510) 768-4409
Fax: (510) 272-4644

Butte County

Private Industry Council of Butte County
78 Table Mountain Blvd., #156
Oroville CA 95965
Phone: (530) 538-5378
Fax: (530) 538-5341

Contra Costa County

Workforce Invest. Bd of Contra Costa County
2425 Bisso Lane, Suite 100
Concord CA 94520
Phone: (925) 646-5023
Fax: (925) 646-5517

Fresno County

Fresno Workforce Development Board
2035 Tuolumne Street, Suite 203
Fresno CA 93721
Phone: (559) 490-7174
Fax: (559) 490-7175

Imperial County

Workforce Investment Bd. Of Imperial County
770 Main Street
El Centro, CA 92243
Phone: (760) 336-4074
Fax: (760) 482-2996

Kings County

Kings County Job Training Office
120 North Irwin Street
Hanford CA 93230
Phone: (559) 585-4727
Fax: (559) 585-7398

Los Angeles County

Long Beach Workforce Development Bureau
110 Pine Avenue, Suite 1100
Long Beach CA 90802
Phone: (562) 570-7755
Fax: (562) 570-7733

Mariposa County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 553-1079

Modoc County

Private Industry Council of Butte County
78 Table Mountain Blvd., #156
Oroville CA 95965
Phone: (530) 538-5378
Fax: (530) 538-5341

Napa County

North Bay Employment Connection
1700 Second Street, Suite 378
Napa CA 94559
Phone: (707) 259-8679
Fax: (707) 259-8681

Alpine County

Golden Sierra Job Training Agency
117 New Mohawk Road, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Calaveras County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 563-1079

Del Norte County

Private Industry Council of Butte County
78 Table Mountain Blvd., #156
Oroville, CA 95965
Phone: (530) 538-5378
Fax: (530) 538-5341

Glenn County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City, CA 95991
Phone: (530) 751-8209
Fax: (530) 822-7150

Inyo County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6978
Fax: (661) 336-6892

Lake County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City CA 95991
Phone: (530) 898-7020
Fax: (530) 892-9044

Madera County

Madera Co. Private Industry Council
209 East 7th Street
Madera CA 93638
Phone: (559) 662-4600
Fax: (559) 673-1794

Mendocino County

Mendocino Private Industry Council
631 South Orchard Avenue
Ukiah CA 95482
Phone: (707) 467-5912
Fax: (707) 467-5901

Mono County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6978
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Nevada County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Amador County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 553-1079

Colusa County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City, CA 95991
Phone: (530) 898-7020
Fax: (530) 822-7150

El Dorado County

Golden Sierra Job Training Agency
117 New Mohawk Road, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Humboldt County

Humboldt Co. Employment Training Div.
930 Sixth Street
Eureka CA 95501
Phone: (707) 441-4664
Fax: (707) 445-6228

Kern County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6978
Fax: (805) 336-6892

Lassen County

Private Industry Council of Butte County
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Oroville, CA 95965
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Marin County

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Phone: (707) 259-8679
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Merced County

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Phone: (209) 724-2042
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Monterey County

Monterey County Workforce Investment Board
730 La Guardia Street
Salinas CA 93902
Phone: (831) 796-3384
Fax: (831) 755-3246

Orange County

County of Orange Workforce Investment Board
1300 South Grand Ave., Bldg. B, 3rd Floor
Santa Ana CA 92705
Phone: (714) 567-7414
Fax: (714) 834-7132

California Cooperative Occupational Information System (CCOIS)
Agencies Publishing Occupational Outlook Reports (OOR) throughout California

Placer County

Golden Sierra Job Training Agency
117 New Mohawk Road, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Sacramento County

Sacramento Employment & Training Agency
925 Del Paso Blvd
Sacramento CA 95815
Phone: (916) 263-3858
Fax: (916) 263-5427

San Diego County

San Diego Workforce Partnership, Inc.
1551 4th Avenue, Suite 600
San Diego CA 92101
Phone: (619) 744-0356
Fax: (619) 544-9691

San Luis Obispo County

San Luis Obispo Private Industry Council
4111 Broad Street, Suite A
San Luis Obispo CA 93401
Phone: (805) 788-2616
Fax: (805) 541-4117

Santa Clara County

Sunnyvale NOVA Private Industry Council
505 W. Olive, Suite 550
Sunnyvale CA 94086
Phone: (408) 552-1049
Fax: (408) 773-9054

Sierra County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Sonoma County

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Tehama County

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Oroville CA 95965
Phone: (530) 538-5378
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Tuolumne County

Mother Lode Job Training
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
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Yuba County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City CA 95991
Phone: (530) 898-7020
Fax: (530) 892-9044

Plumas County

Private Industry Council of Butte County
78 Table Mountain Blvd., #156
Oroville CA 95965
Phone: (530) 538-5378
Fax: (530) 538-5341

San Benito County

Monterey Co. Workforce Investment Board
730 La Guardia Street
Salinas CA 93902
Phone: (831) 796-3384
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San Francisco County

Private Industry Council of San Francisco
1650 Mission Street, Suite 300
San Francisco CA 94103
Phone: (415) 5431-8700
Fax: (415) 431-8702

San Mateo County

Sunnyvale NOVA Private Industry Council
505 W. Olive, Suite 550
Sunnyvale CA 94086
Phone: (408) 522-1049
Fax: (408) 773-9054

Santa Cruz County

Monterey County Workforce Investment Board
730 La Guardia Street
Salinas CA 93902
Phone: (831) 796-3384
Fax: (831) 755-3246

Siskiyou County

Private Industry Council of Butte County
78 Table Mountain Blvd., #156
Oroville CA 95965
Phone: (530) 538-5378
Fax: (530) 538-5341

Stanislaus County

Stanislaus Co. Dept. of Education & Training
251 East Hackett Road C-2
Modesto CA 95350
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Fax: (209) 558-2164

Trinity County

Private Industry Council of Butte County
78 Table Mountain Blvd., #156
Oroville CA 95965
Phone: (530) 538-5378
Fax: (530) 538-5341

Ventura County

Co. of Ventura Workforce Administration
505 Poli Street
Ventura CA 93001
Phone: (805) 652-7892
Fax: (805) 652-7842

Riverside County

Riverside Economic Development Agency
1151 Spruce Street
Riverside CA 92507
Phone: (909) 955-1029
Fax: (909) 955-3131

San Bernardino County

Co. of San Bernardino Jobs & Empl. Svcs.
1075 S. Mount Vernon Ave
Colton CA 92324
Phone: (909) 872-1574
Fax: (909) 872-1578

San Joaquin County

S. Joaquin County Empl. & Econ. Dev. Dept.
850 N. Hunter Street
Stockton CA 95202
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Santa Barbara County

Workforce Resource Center
1410 South Broadway, Suite A
Santa Maria CA 93454
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Shasta County

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Redding CA 96001
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Solano County

North Bay Employment Connection
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Sutter County

North Central Counties Consortium
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Visalia CA 93277
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Fax: (559) 713-5264

Yolo County

Sacramento Employment & Training Agency
1122 Del Paso Blvd.
Sacramento CA 95815
Phone: (916) 263-3858
Fax: (916) 263-5427

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a function of a partnership between state and local agencies. Staff of Merced County Department of Workforce Investment, with assistance from the California State Employment Development Department (EDD), Labor Market Information Division (LMID) prepared this material. The purpose of this OOR is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the labor market analyst at Merced County Department of Workforce Investment at (209) 724-2042.

Information in the Occupational Summaries portion of this report, unless otherwise noted, applies specifically to Merced County. The data contained in this report was collected from September 2003 through December 2003. Local users of occupational information selected the occupations presented for study. These users include program administrators, vocational planners and counselors, employers and others.

Following are descriptions of each section of the Occupational Summaries:

OCCUPATION

Occupations are listed alphabetically by their Standard Occupational Classification (SOC) System or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the SOC System published by the U.S. Department of Labor, Bureau of Labor Statistics, and the DOT, published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

WAGES AND BENEFITS

The wage data enable comparisons of salary ranges across occupations. The data are not intended to represent official prevailing wages. The ranges are based solely on employer surveys and contacts with unions. Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wage data were collected during the time period stated above, and reflect the following definitions:

New to firm, no experience:	Wages paid to persons trained but without paid experience in the occupation.
New to firm, experienced:	Wages paid to journey-level or experienced persons just starting at the firm.
3+ years with firm:	Wages generally paid to persons with more than three years journey-level experience at firm.

Although wages are shown to nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits are shown as the percentage of employers offering each benefit to full-time employees.

INTRODUCTION (continued)

EMPLOYER REQUIREMENTS

This section presents the amount and kinds of work experience, training, and education required by surveyed employers. Also included are skills, licenses and computer software skills.

EMPLOYMENT TRENDS

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry or experienced positions in the occupation. The terms used in describing the local supply/demand situation found in the area are defined as:

Very Difficult	-	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.
Moderately Difficult	-	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.
Not Difficult	-	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When reference is made to “all, almost all, most, many, some, or few” of the survey respondents, the following guidelines apply:

All employers	-	100% of responding employers
Almost all employers	-	80% up to but not including 100% of responding employers
Most employers	-	60% up to but not including 80% of responding employers
Many employers	-	40% up to but not including 60% of responding employers
Some employers	-	20% up to but not including 40% of responding employers
Few employers	-	less than 20%

The size of the occupation is included in this section. The terms used to describe the size of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in Merced County is measured using the following scale:

Small	-	employment of less than 82
Medium	-	employment of 82 up to but not including 164
Large	-	employment of 164 up to but not including 354
Very Large	-	employment of 354 or more

One of the several standard terms to describe the expected growth rate for the outlook period are as follows:

Much faster than average	-	23.6% or more job growth from 2001 to 2008
Faster than average	-	17.3% up to but not including 23.6% job growth from 2001 to 2008
Average	-	14.1% up to but not including 17.3% job growth from 2001 to 2008
Slower than average	-	1.6% up to but not including 14.1% job growth from 2001 to 2008
Remain stable	-	-1.6% up to but not including 1.6% job growth from 2001 to 2006
Slow decline	-	less than -1.6% job growth from 2001 to 2008

BLS Training Level Definition are presented in this category. In this classification system the education and training required reflects the manner in which most workers become proficient in that occupation and the preference of most employers. The definition are as follows:

- 1 First professional degree.** Occupations that require at least two years of full-time academic study beyond a bachelor's degree (for example, law, dentistry and clergy).
- 2 Doctoral degree.** Occupations that require at least three years of full-time academic study beyond a bachelor's degree culminating in a doctoral degree.
- 3 Master's degree.** Occupations that require the completion of a master's degree program which is usually one or two years beyond a bachelor's degree.
- 4 Bachelor's or higher and some work experience.** Occupations that generally require work experience in an occupation requiring a bachelor's or higher degree. Most occupations in this category are managerial occupations that require work experience in a related non-managerial occupation.
- 5 Bachelor's degree.** Occupations that require the completion of at least 4 by not more than 5 years of full-time academic study beyond high school resulting in a Bachelor' degree.
- 6 Associate degree.** Occupations that require the completion of at least 2 years of full-time academic study beyond high school.
- 7 Post-secondary vocational education.** Occupations that require completion of vocational school training.
- 8 Work experience.** Occupations that require skills obtained through work experience in a related occupation.
- 9 Long-term on-the-job-training.** Occupations that require more than 12 months of on-the-job training or combined work experience and formal classroom instruction for workers to develop the skills needed for average job performance.
- 10 Moderate-term on-the-job-training.** Occupations in which workers can develop average job performance after 1 to 12 months of combined on-the-job experience and informal training.
- 11 Short-term on-the-job-training.** Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

INTRODUCTION (continued)

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment, and training, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. To maximize the use of this information, please contact the labor market information unit at (209) 724-2042.

OCCUPATION SELECTION

The following process was used to select the occupations to be included in this program. Initially, criteria were identified by the Department of Workforce Investment staff to narrow down the list of occupations to be surveyed. The criteria were:

- ❖ The occupation has a substantial employment base in the county;
- ❖ There is a substantial number of projected job openings in the county

To prepare the list, occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected growth rates for occupations in Merced County. Using these tables, occupations that showed a strong projected growth rate and/or have a substantial employment base and are expected to have a substantial need for replacement employees were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, members of the Merced County Workforce Investment Board, employers, and Labor Market Information Division (LMID). With input from these organizations, occupations were dropped and others added until a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupation.

TITLE & DEFINITION of OCCUPATIONS

An occupation has a name or title and a definition of a job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this Program is the Standard Occupational Classification (OES) System developed by the U.S. Department of Labor's, Bureau of Labor Statistics (BLS), or the Dictionary of Occupational Titles (DOT) developed by the U.S. Department of Labor's, Employment and Training Administration. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in developing the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed databases of employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A medical records technician would generally work for a firm classified in the health services category, whereas a general office clerk may be scattered across several industries - health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by Department of Workforce Investment staff and as appropriate employers were added and deleted to obtain a sample of 40 employers.

PROGRAM METHODS

SURVEY PROCEDURES

The Department of Workforce Investment used the following survey procedures:

- Staff began by attempting to obtain the phone numbers for each employer on the finalized list of employers proposed for study. Some employers were eliminated from the list at this time because they were no longer in business or a local address or phone number could not be verified without extraordinary efforts.
- Employers were then called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.
- Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. They were read the questionnaire over the phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time they designated, or sent a survey by mail or fax, or a personal visit was made.
- Employers not responding after ten working days of mailing a questionnaire were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.
- All surveys were reviewed by the Department of Workforce Investment Coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation.
- If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce.
- In addition to contacting employers, the Department of Workforce Investment staff contacted labor unions, employment agencies, training providers, etc. to learn about a specific occupation.

TABULATION AND RESULTS

The survey responses were entered into a database and tabulations were produced. From those tabulations the data were analyzed and the final occupational summaries were prepared by an experienced Department of Workforce Investment staff. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information is and will remain confidential.

California Occupational Guides (COG)

The California Occupational Guides are a series of about 300 information sheets covering individual occupations or groups of related occupations. They provide statewide information about job duties, working conditions, employment outlook, wages, benefits, entrance requirements, and training.

The Guides, if available, are indicated by number for each occupation included in this report.

They can be located at the following Internet address:

<http://www.calmis.ca.gov/htmlfile/subject/guide.htm>

OCCUPATIONAL SUMMARIES

The following occupations were surveyed for the 2003 Occupational Outlook Report:

- ◆ Bus Drivers, School
- ◆ Cement Masons and Concrete Finishers
- ◆ Computer Programmers
- ◆ Construction Managers
- ◆ Cooks, Fast Food
- ◆ Farm Equipment Mechanics
- ◆ Helpers - Carpenters
- ◆ Home Health Aides
- ◆ Industrial Machinery Mechanics
- ◆ Maids and Housekeeping Cleaners
- ◆ Medical and Health Services Managers
- ◆ Medical Records and Health Information Technicians
- ◆ Painters, Construction and Maintenance
- ◆ Paralegals and Legal Assistants
- ◆ Pharmacy Technicians
- ◆ Physician Assistants
- ◆ Police and Sheriff's Patrol Officers
- ◆ Security Guards
- ◆ Teachers Assistants
- ◆ Word Processors and Typists

- **Wage information for 2003 occupational summaries reflect the current minimum wage of \$6.75 per hour.**

BUS DRIVERS, SCHOOL

Also known as Transporter and Transportation Driver

SOC Code: 53-3022

Surveyed: 2003

14 Firms Responded - 155 Employees - 29 New Hires

DESCRIPTION

Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding experienced applicants at times and applicants may find little competition in their job search. Supply of inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

Employment Opportunities

Almost all employment opportunities are generated by employees leaving the business, few are from growth or promotions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicants.

Where the Jobs Are

SIC	Industry
415	School Buses
821	Elementary and Secondary Schools

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Slower than average

Job Growth	4.8%	Forecast
Openings	10	2001 210
Separations	40	2008 220

Seventy-nine percent of employers report stability in occupational employment over the previous 12 months; 21 percent report growth. Over the next 24 months, 86 percent of employers expect stability in employment and 14 percent expect employment to grow.

Gender

Fifty-five percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 11

Specific Vocational Preparation (SVP): 4

Over 3 months up to and including 6 months

General Education Development (GED)

Reasoning Development: 3

Mathematical Development: 2

Language Development: 2

See Appendix A, Page 33 for Explanations

California Occupational Guide # : 578

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	3	F-Finger Dexterity	4
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	3	E-Eye/Hand/Foot Coordination	3
P-Form Perception	4	C-Color Discrimination	4
Q-Clerical Perception	4		

EMPLOYER REQUIREMENTS

Work Experience-Percent	Yes	No	Not Required But Preferred
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Work experience required 57 29 14

Other occupational experience accepted 10 90 0

Average Experience: 11 months in the occupation; 6 months in other experience

Training-Percent	Yes	No	Not Required But Preferred
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Training acceptable in lieu of experience 70 30 0

Technical or Vocational training required 43 57 0

Type of training: 4 months - Bus Driver Training; Bus Drivers License

Education: Minimum Requirement	Percent
--------------------------------	---------

High school graduate or equivalent 93

Associate Degree 7

Computer Software: None reported

Licensing: Requires a commercial drivers license; Contact the Department of Motor Vehicles at 800-777-0133 for licensing information.

WAGES & BENEFITS

Hourly Wages (Non-Union)	Low	High	Median
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New Hire, No Exp. \$7.50 \$12.09 \$9.80

New Hire, W/Exp. \$7.00 \$16.44 \$11.64

3+ Years W/Firm \$8.00 \$18.63 \$12.56

Hourly Wages (Union - 55%)	Low	High	Median
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New Hire, No Exp. \$8.14 \$10.86 \$10.38

New hire, W/Exp. \$9.92 \$10.86 \$10.59

3+ Years W/Firm \$10.61 \$13.81 \$11.76

Other compensation: None reported

Most of the positions are full-time with employees working an average of 39 hours/week. Some are part-time positions working an average of 14 hours/week. Few are temporary/on call positions working an average of 16 hour/week. All employers have day shifts, few have swing shifts, and few have a weekend shifts. Some employers surveyed promote from this position.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
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Medical Insurance 36 55 9

Dental Insurance 36 55 9

Vision Insurance 36 55 9

Life Insurance 36 9 55

Sick Leave 55 36 9

Vacation 55 36 9

Retirement Plan 36 36 18

Child Care 0 0 100

11 employers responded

CEMENT MASON AND CONCRETE FINISHERS

Also known as Concrete Finisher

SOC Code: 47-2051

Surveyed: 2003

5 Firms Responded - 36 Employees - 18 New Hires

DESCRIPTION

Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exist.

Employment Opportunities

Many employment opportunities are generated by employees leaving the business, many are generated by new positions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are walk-in applicants, employee referrals, and newspaper ads or the Employment Development Department.

Where the Jobs Are

SIC	Industry
177	Concrete Work

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Much faster than average

Job Growth	26.3%	Forecast	
Openings	50	2001	190
Separations	10	2006	240

Sixty percent of employers report stability in occupational employment over the previous 12 months; 40 percent report growth. Over the next 24 months, 60 percent of employers expect stability in employment and 40 percent expect employment to grow.

Gender

100 percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Level: 9

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development: 3

Mathematical Development: 3

Language Development: 2

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 181

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	4	F-Finger Dexterity	4
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	3	E-Eye/Hand/Foot Coordination	4
P-Form Perception	3	C-Color Discrimination	4
Q-Clerical Perception	4		

EMPLOYER REQUIREMENTS

Work Experience-Percent	Yes	No	Not Required But Preferred
Work experience required	60	40	0
Other occupational experience accepted	33	67	0

Average Experience: 16 months in the occupation; 12 months of other experience.

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	33	67	0
Technical or Vocational training required	20	80	0

Type of training: 1 month training to substitute for work experience; 2 months of vocational training.

Education: Minimum Requirement	Percent
High school graduate or equivalent	100
Computer Software: None reported	
Licensing: Not required	

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$8.00	\$10.00	\$9.00
New Hire, W/Exp.	\$10.00	\$12.00	\$10.00
3+ Years W/Firm	\$11.00	\$14.00	\$14.00

Other compensation: None reported

All of the positions are full-time, with employees working an average of 43 hours/week. All employers have day shift. Almost all employers surveyed promote from this position to Leadman, Foreman, or Supervisor.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	40	20	20
Dental Insurance	40	0	60
Vision Insurance	20	0	80
Life Insurance	40	0	40
Sick Leave	0	0	100
Vacation	20	20	60
Retirement Plan	20	0	60
Child Care	0	0	100
5 employers responded			

COMPUTER PROGRAMMERS

Also known as Management Information System, Computer System Technician, Programmer Analyst, and Network Administrator

SOC Code: 15-1021

Surveyed: 2003

7 Firms Responded - 33 Employees - 8 New Hires

DESCRIPTION

Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific document, data, and information. May program web sites.

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

Employment Opportunities

Many employment opportunities are generated by growth, some are from employees leaving the business, and few are from temporary positions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, Internet, and employees referrals.

Where the Jobs Are

SIC	Industry
203	Preserved Fruits and Vegetables
731	Advertising
737	Computer and Data Processing Services
821	Elementary and Secondary Schools

Projections (EDD/LMID Projection of Employment)

Projections (EDD/LMID Projection of Employment)
Size of Occupation: Small
Growth Rate: Average

Job Growth	14.3%	Forecast
Openings	10	2001 80
Separations	10	2008 90

Seventy-one percent of employers report stability in occupational employment over the previous 12 months; 29 percent report growth. Over the next 24 months, 57 percent of employers expect stability in employment and 43 percent expect employment to grow.

Gender

Seventy-nine percent of employees of firms are male.

Bureau of Labor Statistics Training Level: 5

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development: 5

Mathematical Development: 4

Language Development: 5

Aptitudes:

G-Intelligence	2	K-Motor Coordination	4
V-Verbal aptitude	2	F-Finger Dexterity	4
N-Numerical Aptitude	2	M-Manual Dexterity	4
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	5
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	1		

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 81

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	71	29	0
Other occupational experience accepted	0	100	0
Average Experience: 43 months in the occupation.			

Training - Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	60	40	0
Technical or Vocational training required	43	43	14
Type of training: Average of 29 months - Programming, Systems Analyst, Technical Training			

Education: Minimum Requirement	Percent
High school graduate or equivalent	29
Associate degree	43
Bachelor degree	29

Computer Software: Most employers report that word processing and database skills are important; many report spreadsheet, desktop publishing, and other (Java, Unix, and programming skills) are important.
License: Not required

WAGES & BENEFITS

Hourly Wages (Non-Union)	Low	High	Median
New Hire, No Exp.	\$10.00	\$10.00	\$10.00
New Hire, W/Exp.	\$10.79	\$20.21	\$14.00
3+ Years W/Firm	\$15.18	\$24.57	\$17.26
Hourly Wages (Union - 29%)	Low	High	Median
New Hire, No Exp.	\$18.17	\$18.17	\$18.17
New Hire, W/Exp.	\$18.17	\$19.42	\$18.80
3+ Years W/Firm	\$19.42	\$20.52	\$19.97

Other compensation: None reported

Almost all of the positions are full-time with employees working an average of 41 hours/week. Few are temporary positions with employees working an average of 40 hours/week. All employers have a day shift, some have a swing shift. Most employers surveyed promote from this position to System Administrator, Computer System Manager, or Supervisor.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	71	29	0
Dental Insurance	57	29	14
Vision Insurance	57	29	14
Life Insurance	57	29	14
Sick Leave	71	29	0
Vacation	71	29	0
Retirement Plan	43	43	14
Child Care	0	0	100
7 employers responded			

CONSTRUCTION MANAGERS

Also known as Operation Director, Superintendent, Foreman

SOC Code: 11-9021

Surveyed: 2003

8 Firms Responded - 16 Employees - 3 New Hires

DESCRIPTION

Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified experienced applicants encounter no competition in their job search. For inexperienced applicants, employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding applicants at times and applicants may find little competition in their job search.

Employment Opportunities

Some employment opportunities are generated by growth, some are from employees leaving the business, and some are from promotions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are in-house promotion or transfer, newspaper ads, the Employment Development Department, or walk-in applicants.

Where the Jobs Are

SIC	Industry
152	Residential Building Construction
173	Electrical Work
174	Masonry, Stonework, and Plastering
175	Concrete Work
903	Local Government, Exc. Hospital and Education

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Faster than average

Job Growth	20.0%	Forecast
Openings	10	2001 50
Separations	10	2008 60

Eighty-eight percent of employers report stability in occupational employment over the previous 12 months; 13 percent report growth. Over the next 24 months, 88 percent of employers expect stability in occupational employment and 13 percent expect growth.

Gender

Ninety-four percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Level: 5

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development: 5

Mathematical Development: 4

Language Development: 5

See Appendix A, Page 33 for Explanations

California Occupational Guide #: NA

Aptitudes:

G-Intelligence	2	K-Motor Coordination	4
V-Verbal aptitude	2	F-Finger Dexterity	5
N-Numerical Aptitude	3	M-Manual Dexterity	4
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	5
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	3		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	75	25	0
Other occupational experience accepted	33	67	0
Average Experience: 50 months in the occupation; 24 months of experience in Commercial Development or a construction related field.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	50	50	0
Technical or Vocational training required	25	75	0
Type of training: average 21 months—Vocational or Low Voltage Certificate.			

Education: Minimum Requirement	Percent
High school graduate or equivalent	100

Computer Software: Most employers report that word processing skills (Word) are important; many report spreadsheet skills (Excel) are important; and few report CAD skills are important.
License: Not required

WAGES & BENEFITS

Hourly Wages (Non-Union)	Low	High	Median
New Hire, No Exp.	\$8.00	\$8.00	\$8.00
New Hire, W/Exp.	\$10.00	\$20.00	\$15.00
3+ Years W/Firm	\$11.00	\$40.00	\$18.00
Hourly Wages (Union - 38%)	Low	High	Median
New Hire, No Exp.	\$7.75	\$7.75	\$7.75
New Hire, W/Exp.	\$7.75	\$37.50	\$23.97
3+ Years W/Firm	\$25.00	\$41.25	\$28.77

Other compensation: Few employers pay bonuses.

All of the positions are full-time with employees working an average of 39 hours/week. All employers have a day shift. All employers do not promote from this position.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	63	13	13
Dental Insurance	38	0	50
Vision Insurance	38	0	50
Life Insurance	38	0	50
Sick Leave	50	0	38
Vacation	63	13	13
Retirement Plan	50	0	38
Child Care	0	0	100

8 employers responded

COOKS, FAST FOOD

Also known as Cooks, Sandwich Assistant/Maker, Counter Help, or Chef

SOC Code: 35-2011

Surveyed: 2003

24 Firms Responded - 272 Employees - 129 New Hires

DESCRIPTION

Prepare and cook food in a fast food restaurant with a limited menu. Duties of the cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.

EMPLOYMENT TRENDS

Supply & Demand

Demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Employment Opportunities

Almost all employment opportunities are generated by employees leaving the business, few are from growth or promotions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are employee referrals, walk-in applicants, and in-house promotions or newspaper ads.

Where the Jobs Are

SIC	Industry
581	Eating and Drinking Places

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Slower than average

Job Growth	7.4%	Forecast	
Openings	20	2001	270
Separations	60	2008	290

Seventy-nine percent of employers report stability in occupational employment over the previous 12 months; 21 percent report growth. Over the next 24 months, 50 percent of employers expect occupational to grow and 50 percent expect occupational employment to remain stable.

Gender

Fifty-six percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Level: 11

Specific Vocational Preparation (SVP): 5

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development: 2
Mathematical Development: 3
Language Development: 3

See Appendix A, Page 33 for Explanations

California Occupational Guide: 266

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	4	F-Finger Dexterity	4
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	5
P-Form Perception	3	C-Color Discrimination	4
Q-Clerical Perception	4		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	13	71	4
Other occupational experience accepted	29	71	0
Average Experience: 9 months in the occupation; 5 months as Prep. Cook, or dishwasher.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	43	57	0
Technical or Vocational training required	4	96	0
Type of training: 1 month - Food Preparation			

Education: Minimum Requirement	Percent
Less than HS graduate	63
High school graduate or equivalent	38
Computer Software: None reported	
Licensing: Not required	

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$7.50	\$6.75
New Hire, W/Exp.	\$6.75	\$8.12	\$7.00
3+ Years W/Firm	\$6.75	\$11.50	\$8.63

Other compensation: None reported

Some of the positions are full-time with employees working an average of 37 hours/week. Most are part-time with employees working an average of 23 hours/week. All employers have a day shift, almost all have a swing shift, and few have graveyard shift. All employers provide promotional opportunities into occupations such as Shift Manager, Crew Chief, Assistant Manager, or Supervisor Cook.

Benefits - Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	0	15	85
Dental Insurance	0	15	85
Vision Insurance	0	8	92
Life Insurance	0	8	92
Sick Leave	8	8	85
Vacation	15	15	69
Retirement Plan	0	0	100
Child Care	0	0	100
13 employers responded			

Benefits - Part-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	0	5	90
Dental Insurance	5	5	90
Vision Insurance	0	5	95
Life Insurance	0	5	95
Sick Leave	5	0	95
Vacation	20	5	75
Retirement Plan	0	0	100
Child Care	0	0	100
20 employers responded			

FARM EQUIPMENT MECHANICS

Also known as Mechanic, Shop Mechanic, or Farm Mechanic

SOC Code: 49-3041

Surveyed: 2003

11 Firms Responded - 35 Employees - 5 New Hires

DESCRIPTION

Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.

EMPLOYMENT TRENDS

Supply & Demand

Demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Surveyed employers do not hire the inexperienced applicant.

Employment Opportunities

Most employment opportunities are generated by employees leaving the business, many are from growth.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, walk-in applicants, and employee referrals.

Where the Jobs Are

SIC	Industry
508	Machinery, Equipment, and Supplies

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Remain stable

Job Growth	0.0%	Forecast
Openings	0	2001 80
Separations	20	2008 80

Eighty-two percent of employers report stability in occupational employment over the previous 12 months; 18 percent report growth. Over the next 24 months, 91 percent expect occupational employment to remain stable and 9 percent expect growth.

Gender

One hundred percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Level: 7

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development: 4

Mathematical Development: 4

Language Development: 4

See Appendix A, Page 33 for Explanations

California Occupational Guide: Na

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	3	F-Finger Dexterity	3
N-Numerical Aptitude	3	M-Manual Dexterity	2
S-Spatial Aptitude	3	E-Eye/Hand/Foot Coordination	4
P-Form Perception	3	C-Color Discrimination	4
Q-Clerical Perception	4		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
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Work experience required	100	0	0
Other occupational experience accepted	45	55	0

Average Experience: 22 months in the occupation, 24 months as a Auto or Farm Mechanic, operating farm machines, or as a General Farm Laborer.

Training - Percent	Yes	No	Not Required But Preferred
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Training acceptable in lieu of experience	45	55	0
Technical or Vocational training required	36	55	9

Type of training: Average of 11 months in Vocational or Technical Training

Education: Minimum Requirement

High school graduate or equivalent 100

Computer Software: None reported
Licensing: Not required

WAGES & BENEFITS

Hourly Wages	Low	High	Median
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New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$7.00	\$13.50	\$11.00
3+ Years W/Firm	\$7.50	\$20.00	\$14.38

For new hires with experience and employees 3+ years w/firm, union firms pay at the top end of the wage range (unionization accounts for 9 percent of surveyed firms).

Other compensation: None reported

Almost all of the positions are full-time with employees working an average of 46 hours/week. Few are part-time with employees working an average of 30 hour/week. Few are seasonal with employees working 60 hours/week. All employers have a day shift, and few have a swing shift. Some employers provide promotional opportunities into occupations such as Service Person, Supervisor, Shop Foreman, or Journeyman.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
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Medical Insurance	25	50	25
Dental Insurance	13	25	63
Vision Insurance	0	13	88
Life Insurance	0	38	63
Sick Leave	0	13	88
Vacation	25	50	25
Retirement Plan	0	38	63
Child Care	0	0	100

8 employers responded

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HELPERS - CARPENTERS

Also known as Laborers and Installers

SOC Code: 47-3012

Surveyed: 2003

8 Firms Responded - 48 Employees - 10 New Hires

DESCRIPTION

Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

EMPLOYMENT TRENDS

Supply & Demand

Demand is considerably greater than the supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. Demand for inexperienced applicants is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified at times. Qualified applicants encounter little competition in their job search.

Employment Opportunities

Most employment opportunities are generated by growth, some are from employees leaving the business.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are walk-in applicants, newspaper ads, and employee referrals.

Where the Jobs Are

SIC	Industry
152	Residential Building Construction
177	Concrete Work

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Much faster than average

Job Growth	33.3%	Forecast
Openings	20	2001 60
Separations	20	2008 80

Sixty-three percent of employers report stability in occupational employment over the previous 12 months; 38 percent report growth. Over the next 24 months, 63 percent expect occupational employment to remain stable; 25 percent expect growth; and 13 percent expect a decline.

Gender

One hundred percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Level: 11

Specific Vocational Preparation (SVP): 2

Aptitudes:

(Anything beyond short demonstration up to and including 1 month)

General Education Development (GED)

Reasoning Development: 2
Mathematical Development: 1
Language Development: 1

<u>G-Intelligence</u>	<u>4</u>	<u>K-Motor Coordination</u>	<u>4</u>
<u>V-Verbal aptitude</u>	<u>4</u>	<u>F-Finger Dexterity</u>	<u>4</u>
<u>N-Numerical Aptitude</u>	<u>4</u>	<u>M-Manual Dexterity</u>	<u>3</u>
<u>S-Spatial Aptitude</u>	<u>4</u>	<u>E-Eye/Hand/Foot Coordination</u>	<u>4</u>
<u>P-Form Perception</u>	<u>4</u>	<u>C-Color Discrimination</u>	<u>5</u>
<u>Q-Clerical Perception</u>	<u>5</u>		

See Appendix A, Page 33 for Explanations

California Occupational Guide # : Na

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	50	25	25
Other occupational experience accepted	17	83	0

Average Experience: 8 months in the occupation, 6 months in maintenance/repair of rental units.

Training - Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	33	67	0
Technical or Vocational training required	13	88	0
Type of training: Average of 6 months of technical training.			

Education: Minimum Requirement	Percent
Less than high school	50
High school graduate or equivalent	50
Computer Software: None reported	
License: Not required	

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$7.00	\$8.00	\$7.75
New Hire, W/Exp.	\$6.75	\$10.00	\$8.25
3+ Years W/Firm	\$9.50	\$18.00	\$12.25

Other compensation: None reported

Almost all of the positions are full-time with employees work an average of 40 hours/week. Few are part-time with employees working an average of 20 hours/week. Surveyed employers only have a day shift. Almost all employers provide promotional opportunities into occupations such as Carpenter, Finish Detail, Team/Project Leader, or Supervisor.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	14	0	71
Dental Insurance	0	0	86
Vision Insurance	0	0	86
Life Insurance	0	0	86
Sick Leave	14	0	86
Vacation	14	0	71
Retirement Plan	0	0	71
Child Care	0	0	100
7 employers responded			

HOME HEALTH AIDES

Also known as Aides, Developmentally Disabled Attendants, or Care Givers

SOC Code: 31-1011

Surveyed: 2003

7 Firms Responded - 96 Employees - 41 New Hires

DESCRIPTION

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

EMPLOYMENT TRENDS

Supply & Demand

Demand is considerably greater than supply of experienced applicants. Employers often cannot find experienced applicants when an opening exists. Experienced applicants encounter no competition in their job search. Demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Employment Opportunities

Almost all employment opportunities are generated by growth, some are from employees leaving the business.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are employee referrals, newspaper ads, and walk-in applicants.

Where the Jobs Are

SIC 836 **Industry** Residential Care

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Average, but high turnover

Job Growth	15.8%	Forecast	
Openings	30	2001	190
Separations	20	2008	220

Fifty-seven percent of employers report stability in occupational employment over the previous 12 months, 43 percent report growth. Over the next 24 months, 57 percent of employers expect stability and 43 percent expect growth.

Gender

Ninety-two percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 11

Specific Vocational Preparation (SVP): 4

(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development: 3

Mathematical Development: 2

Language Development: 2

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 461

Aptitudes:

G -Intelligence	4	K -Motor Coordination	4
V -Verbal aptitude	4	F -Finger Dexterity	3
N -Numerical Aptitude	4	M -Manual Dexterity	3
S -Spatial Aptitude	4	E -Eye/Hand/Foot Coordination	4
P -Form Perception	4	C -Color Discrimination	4
Q -Clerical Perception	3		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
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Work experience required	43	14	43
Other occupational experience accepted	50	50	0
Average Experience: 7 months in the occupation, 8 months as a Safety Attendant			

Training - Percent	Yes	No	Not Required But Preferred
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Training acceptable in lieu of experience	50	50	0
Technical or Vocational training required	29	71	0
Type of training: 1 months of vocational training			

Education: Minimum Requirement	Percent
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Less than high school	14
High school graduate or equivalent	86

Computer Software: Some employer seek software skill in word processing (Word or WordPerfect), few seek software skills in Windows XP.
Licensing: Requires a Home Health Aide Certification; contact the Department of Health Services, Licensing and Certification at (916) 327-2445 for licensing and certification.

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$8.00	\$7.50
New Hire, W/Exp.	\$6.75	\$8.50	\$8.00
3+ Years W/Firm	\$8.00	\$10.00	\$9.00

Other compensation: None reported

Many of the positions are full-time with employees working an average of 41 hours/week. Many are part-time positions with employees working an average of 23 hours/week. All employers have a day shift, almost all have a swing shift, and almost all have a graveyard shift. Most employers promote from this position into occupations such as Supervisor, House Manager, Manager, or Assistant of Administration.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	29	0	71
Dental Insurance	0	0	100
Vision Insurance	0	0	100
Life Insurance	0	0	100
Sick Leave	0	0	100
Vacation	14	0	86
Retirement Plan	0	0	100
Child Care	0	0	100

7 employers responded

INDUSTRIAL MACHINERY MECHANICS

Also known as Mechanics, Production Mechanics, Maintenance Technicians, and Service Technicians

SOC Code: 49-9041

Surveyed: 2003

9 Firms Responded - 103 Employees - 14 New Hires

DESCRIPTION

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.

EMPLOYMENT TRENDS

Supply & Demand

Demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Demand is considerably greater than supply of inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employment Opportunities

Many employment opportunities are generated by employees leaving the business, some are from growth, and few are from promotions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, in-house promotions, and employee referrals or the Employment Development Department.

Where the Jobs Are

SIC	Industry
202	Dairy Products
203	Preserved Fruits and Vegetables
275	Commercial Printing

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium
Growth Rate: Slower than average

Job Growth	12.5%	Forecast
Openings	20	2001 160
Separations	30	2008 180

Seventy-eight percent of employers report stability in occupational employment over the previous 12 months, some report growth. Over the next 24 months, 78 percent of employers expect stability in employment and 22 percent expect growth.

Gender

One hundred percent of the employees are male.

Bureau of Labor Statistics Training Level: 9

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development:	4
Mathematical Development:	4
Language Development:	3

Aptitudes:

G-Intelligence	3	K-Motor Coordination	2
V-Verbal aptitude	3	F-Finger Dexterity	3
N-Numerical Aptitude	3	M-Manual Dexterity	2
S-Spatial Aptitude	2	E-Eye/Hand/Foot Coordination	4
P-Form Perception	2	C-Color Discrimination	4
Q-Clerical Perception	4		

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 136

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	67	22	11
Other occupational experience accepted	29	71	0
Average Experience: 28 months in the occupation, 9 months as a Laborer, Welder, or Service Worker.			

Training - Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	43	57	0
Technical or Vocational training required	22	78	0
Type of training: 18 months of vocational or technical training.			

Education: Minimum Requirement	Percent
Less than high school	22
High school graduate or equivalent	78
Computer Software: Few employers seek software skill in Microsoft Office Suite.	
License: Not required	

WAGES & BENEFITS

Hourly Wages (Non-Union)	Low	High	Median
New Hire, No Exp.	\$10.00	\$10.96	\$10.48
New Hire, W/Exp.	\$12.00	\$16.00	13.91
3+ Years W/Firm	\$18.00	20.05	\$18.00
Hourly Wages (Union - 22%)	Low	High	Median
New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$16.50	\$20.26	\$18.38
3+ Years W/Firm	\$20.61	\$21.26	\$20.94

Other compensation: Few employers pay bonuses.

All of the positions are full-time with employees working an average of 43 hours/week. All employers have a day shift, most have a swing shift, and many have a graveyard shift. Almost all surveyed employer promote from this position into occupations such as Assistant Chief Engineer, Maintenance Supervisor, or Foreman.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	33	56	0
Dental Insurance	33	56	11
Vision Insurance	22	44	33
Life Insurance	44	44	0
Sick Leave	33	22	44
Vacation	44	44	11
Retirement Plan	33	56	0
Child Care	0	0	100
9 employers responded			

MAIDS AND HOUSEKEEPING CLEANERS

Also known as Housekeeper

SOC Code: 37-2012

Surveyed: 2003

19 Firms Responded - 119 Employees - 36 New Hires

DESCRIPTION

Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

Employment Opportunities

Most employment opportunities are generated by employees leaving the business, few are from growth, and few are from promotions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods are walk-in applicants, newspaper ads, and the Employment Development Department.

Where the Jobs Are

SIC	Industry
701	Hotels and Motels
806	Hospitals
836	Residential Care
874	Management and Public Relations

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Faster than average

Job Growth	23.3%	Forecast
Openings	70	2001 300
Separations	50	2008 370

Eighty-four percent of employers report stability in occupational employment over the previous 12 months, 11 percent report growth, and 5 percent report a decline. Over the next 24 months, 79 percent of employers expect stability in occupational employment, 11 percent expect growth, and 11 percent expect a decline.

Gender

Ninety-four percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 11

Specific Vocational Preparation (SVP): 6

(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development: 3
Mathematical Development: 2
Language Development: 3

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 551

Aptitudes:

G-Intelligence	3	K-Motor Coordination	4
V-Verbal aptitude	3	F-Finger Dexterity	4
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	3	E-Eye/Hand/Foot Coordination	5
P-Form Perception	3	C-Color Discrimination	5
Q-Clerical Perception	3		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	11	79	11
Other occupational experience accepted	25	75	0
Average Experience: 5 months in the occupation, 10 months in any occupation			

Training - Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	50	50	0
Technical or Vocational training required	0	100	0

Type of training: None reported

Education: Minimum Requirement	Percent
Less than High School Education	68
High School or Equivalent	32

Computer Software: None reported
Licensing: Not required

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$6.75	\$6.75
New Hire, W/Exp.	\$6.75	\$7.00	\$6.75
3+ Years W/Firm	\$6.75	\$8.00	\$7.20

Other compensation: Few employers pay a bonus.

Some of the positions are full-time with employees working an average of 37 hours/week. Many are part-time with employees working an average of 26 hours/week. Few are temporary with employees working an average of 15 hours/week. All employers have a day shift, few have a swing shift, and few have a graveyard shift. Many employers provide promotional opportunities into occupations such as Front Desk, Head Housekeeper, Laundry Supervisor, or Manager On Duty.

Benefits - Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	0	38	63
Dental Insurance	0	38	63
Vision Insurance	0	25	75
Life Insurance	0	13	88
Sick Leave	0	25	75
Vacation	0	25	75
Retirement Plan	0	13	88
Child Care	0	0	100

8 employers responded

Benefits - Part-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	0	8	85
Dental Insurance	0	8	85
Vision Insurance	0	8	85
Life Insurance	0	8	85
Sick Leave	0	15	85
Vacation	0	15	85
Retirement Plan	0	8	85
Child Care	0	0	100

13 employers responded

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MEDICAL AND HEALTH SERVICES MANAGERS

Also known as Medical Office Supervisor, Nursing Supervisor, Site Administrator, or Public Health Program Manager

SOC Code: 11-9111

Surveyed: 2003

3 Firms Responded - 18 Employees - 2 New Hires

DESCRIPTION

Plan, direct, or coordinate medicine and health services in hospitals, clinic, managed care organizations, public health agencies, or similar organizations.

EMPLOYMENT TRENDS

Supply & Demand

Demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants may encounter little competition in their job search.

Employment Opportunities

NA

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, in-house promotions, and school program referrals or walk-in applicants.

Where the Jobs Are

SIC	Industry
801	Office of Physicians
805	Nursing and Personal Care Facilities
806	Hospitals
836	Residential Care

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Average

Job Growth	16.7%	Forecast
Openings	10	1999 60
Separations	10	2006 70

67 percent of employers report stability in occupational employment over the previous 12 months; 33 percent report growth. Over the next 24 months, 100 percent expect stability in occupational employment.

Gender

Ninety-four percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 4

Specific Vocational Preparation (SVP): 8

Aptitudes:

(Over 4 years up to and including 10 years)	G-Intelligence	1	K-Motor Coordination	4
General Education Development (GED)	V-Verbal aptitude	2	F-Finger Dexterity	4
Reasoning Development: 5	N-Numerical Aptitude	3	M-Manual Dexterity	4
Mathematical Development: 5	S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	5
Language Development: 5	P-Form Perception	4	C-Color Discrimination	5
See Appendix A, Page 33 for Explanations	Q-Clerical Perception	3		

California Occupational Guide #: 134

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	67	33	0
Other occupational experience accepted	100	0	0
Average Experience: 24 months in the occupation, 24 months as a Office Assistant, or a Health Care Management position			

Training-Percent	Yes	No	Not Required But Preferred
Work experience required	50	50	0
Other occupational experience accepted	33	67	0
Type of Training: 12 months of Public Health Nurse with License/Certificate			

Education: Minimum Requirement	Percent
High School or Equivalent	33
Bachelor degree	67

Computer Software: All employer seek software skills in word processing (Word) and spreadsheet (Excel), some employers seek software skills in database (Access), desktop publishing (Publisher), and PowerPoint.
License: Not required

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$14.00	\$36.77	\$14.38
3+ Years W/Firm	\$16.00	\$38.62	\$16.78

Other compensation: None reported

All of the positions are full-time with employees working an average of 40 hours/week. All employers have a day shift. Some employers promote from this position into occupations such as Deputy Director.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	67	33	0
Dental Insurance	33	67	0
Vision Insurance	33	33	33
Life Insurance	67	0	33
Sick Leave	100	0	0
Vacation	100	0	0
Retirement Plan	33	67	0
Child Care	0	0	100
3 employers responded			

MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIANS

Also known as Medical Records Clerk, Medical Record Analyst,
Health Services Specialist, or Front Desk Assistant

SOC Code: 29-2071

Surveyed: 2003

16 Firms Responded - 75 Employees - 13 New Hires

DESCRIPTION

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

EMPLOYMENT TRENDS

Supply & Demand

Demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Employment Opportunities

Some employment opportunities are generated by employees leaving the business, some are from growth, and some are from temporary positions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicants.

Where the Jobs Are

SIC	Industry
801	Offices of Physicians
806	Hospitals
809	Health and Allied Services, NEC

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Much faster than average

Job Growth	40.0%	Forecast
Opening	20	2001 50
Separations	10	2008 70

Sixty-nine percent of employers report stability in occupational employment over the previous 12 months, 31 percent report growth. Over the next 24 months, 88 percent of employers expect stability and 13 percent expect growth.

Gender

Ninety-five percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 6

Specific Vocational Preparation (SVP): 6

(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development: 4

Mathematical Development: 3

Language Development: 4

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 134

Aptitudes:

G -Intelligence	2	K -Motor Coordination	4
V -Verbal aptitude	2	F -Finger Dexterity	3
N -Numerical Aptitude	3	M -Manual Dexterity	4
S -Spatial Aptitude	4	E -Eye/Hand/Foot Coordination	5
P -Form Perception	4	C -Color Discrimination	5
Q -Clerical Perception	3		

EMPLOYER REQUIREMENTS

Work Experience	Yes	No	Not Required But Preferred
Work experience required	44	25	31
Other occupational experience accepted	42	58	0

Average Experience: 11 months in the occupation, 8 months as a Receptionist, Medical Assistant, Clerical/Medical Background, or Medical Receptionist.

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	42	58	0
Technical or Vocational training required	25	63	13

Type of training: average of 7 months of medical record training, medical terminology, or vocational/technical training.

Education: Minimum Requirement	Percent
High school graduate or equivalent	88
Associate Degree	13

Computer Software: Most employers seek software skills in word processing (Word), some seek spreadsheet skills (Excel), many seek software skills in Medi-Tech, Vista Care, Mega West, Medical Manager, Explorer, or Medic.
Licensing: Not required

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$10.00	\$7.50
New Hire, W/Exp.	\$7.50	\$11.00	\$8.57
3+ Years W/Firm	\$8.50	\$14.00	\$9.88

Other compensation: None reported

Almost all of the position are full-time with employees working 40 hours/week. Few are part-time with employees working 30 hours/week. All employers have a day shift and some have a swing shift. Most employer promote from this position into occupations such as Coder, Office Manager, Unit Clerk, Supervisor, Front Office, or Back Office Coordinator.

Percent Paid By:	Benefits—Full-time employees		
	Employer	Shared	Not Provided
Medical Insurance	50	38	6
Dental Insurance	38	31	25
Vision Insurance	25	25	50
Life Insurance	50	13	31
Sick Leave	63	25	6
Vacation	63	25	6
Retirement Plan	56	13	25
Child Care	0	0	100

16 employers responded

PAINTERS, CONSTRUCTION AND MAINTENANCE

SOC Code: 47-2141

Surveyed: 2003

8 Firms Responded - 52 Employees - 22 New Hires

DESCRIPTION

Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.

EMPLOYMENT TRENDS

Supply & Demand

Demand is considerably greater than supply of experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employment Opportunities

Many employment opportunities are generated by employees leaving the business and many are from growth.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are employee referrals, walk-in applicants, and newspaper ads.

Where the Jobs Are

SIC	Industry
152	Residential Building Construction
172	Painting and Paper Hanging
821	Elementary and Secondary Schools
903	Local Government, Exc. Hospital and Education

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	30.8%	Forecast
Openings	40	2001 130
Separations	20	2004 170

Sixty-three percent of employers report growth in occupational employment over the previous 12 months, 38 percent report stability. Over the next 24 months, 63 percent of employers expect growth and 38 percent expect stability.

Gender

One hundred percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Level: 10

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development: 3

Mathematical Development: 2

Language Development: 2

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 148

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	4	F-Finger Dexterity	3
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	4
P-Form Perception	3	C-Color Discrimination	3
Q-Clerical Perception	4		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	75	13	13
Other occupational experience accepted	0	100	0
Average Experience: 30 months in the occupation			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	57	43	0
Technical or Vocational training required	13	88	0
Type of training: 12 months of vocational training			

Education: Minimum Requirement	Percent
Less than high school	63
High school graduate or equivalent	38
Computer Software: None reported	
License: Not required	

WAGES & BENEFITS

Hourly Wages (Non-Union)	Low	High	Median
New Hire, No Exp.	\$9.00	\$9.00	\$9.00
New Hire, W/Exp.	\$8.50	\$20.00	\$10.00
3+ Years W/Firm	\$12.00	\$20.00	\$15.00
Hourly Wages (Union - 38%)	Low	High	Median
New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$14.00	\$18.00	\$14.46
3+ Years W/Firm	\$16.05	\$28.00	\$20.25

Other compensation: None reported

All of the positions are full-time with employees working an average of 40 hours/week. All employers have a day shift, few have a swing shift. Most employers promote from this position into occupations such as Foreman, Maintenance Supervisor, Electrical, Spray Man, or Job Supervisor/Superintendent.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	13	38	50
Dental Insurance	13	38	50
Vision Insurance	13	25	63
Life Insurance	13	38	50
Sick Leave	13	25	63
Vacation	13	38	50
Retirement Plan	13	38	50
Child Care	0	0	100
8 employers responded			

PARALEGALS AND LEGAL ASSISTANTS

Also known as Legal Secretaries or Office Manager

SOC Code: 23-2011

Surveyed: 2003

12 Firms Responded - 28 Employees - 9 New Hires

DESCRIPTION

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Demand is somewhat greater than supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Employment Opportunities

Almost all employment opportunities are generated by employees leaving the business, few are from growth.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods are employee referrals, newspaper ads, and in-house promotion or transfer.

Where the Jobs Are

SIC	Industry
811	Legal Services

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Much faster than average

Job Growth	25.0%	Forecast
Opening	10	2001 40
Separations	0	2008 50

Ninety-two percent of employers report stability in occupational employment over the previous 12 months, 8 percent report growth. Over the next 24 months, 50 percent of employers expect stability and 50 percent expect growth.

Gender

Ninety-six percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 6

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development: 5
Mathematical Development: 2
Language Development: 5

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 464

Aptitudes:

G-Intelligence	2	K-Motor Coordination	4
V-Verbal aptitude	1	F-Finger Dexterity	4
N-Numerical Aptitude	3	M-Manual Dexterity	4
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	5
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	3		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	67	17	17
Other occupational experience accepted	60	40	0
Average Experience: 13 months in the occupation, 9 months as a Secretary, Office Clerk, or a clerical position.			

Training - Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	40	60	0
Technical or Vocational training required	17	75	8
Type of training: average of 10 months of college training, or computer training.			

Education: Minimum Requirement	Percent
High school graduate or equivalent	75
Associate Degree	25

Computer Software: All employers seek software skills in word processing (Word or WordPerfect), most seek spreadsheet skills (Excel), some seek software skills in internet research, Quick Books, and Essential Forms.
License: Not required

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$7.00	\$11.51	\$7.75
New Hire, W/Exp.	\$8.50	\$15.83	\$11.26
3+ Years W/Firm	\$9.50	\$20.92	\$14.69

Other compensation: None reported

Most of the positions are full-time with employees working an average of 40 hours/week. Some are part-time with employees working an average of 21 hours/week. All employers have a day shift. Some employers provide promotional opportunities.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	40	20	40
Dental Insurance	40	10	50
Vision Insurance	40	10	50
Life Insurance	30	20	50
Sick Leave	40	20	40
Vacation	40	20	40
Retirement Plan	40	20	40
Child Care	0	0	100
10 employers responded			

PHARMACY TECHNICIANS

SOC Code: 29-2052

Surveyed: 2003

6 Firms Responded - 35 Employees - 1 New Hires

DESCRIPTION

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

EMPLOYMENT TRENDS

Supply & Demand

Demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Demand is considerably greater than supply of inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employment Opportunities

All employment opportunities are generated through employees leaving the business.

Three Most Successful Recruitment Methods

The three most successful recruitment methods for employers are walk-in applicants, in-house promotions, and employee referrals

Where the Jobs Are

SIC	Industry
541	Grocery Stores
591	Drug Stores and Proprietary Stores
806	Hospitals

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Much faster than average

Job Growth	33.3%	Forecast	
Openings	20	2001	60
Separations	10	2004	80

One hundred percent of employers report stability in occupational employment over the previous 12 months. Over the next 24 months, 83% of employers expect stability and 17 percent expect growth.

Gender

Eighty-six percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 10

Specific Vocational Preparation (SVP): 3

(over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development: 3

Mathematical Development: 3

Language Development: 3

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 456

Aptitudes:

G -Intelligence	3	K -Motor Coordination	4
V -Verbal aptitude	3	F -Finger Dexterity	3
N -Numerical Aptitude	3	M -Manual Dexterity	3
S -Spatial Aptitude	4	E -Eye/Hand/Foot Coordination	5
P -Form Perception	3	C -Color Discrimination	3
Q -Clerical Perception	3		

EMPLOYER REQUIREMENTS

Work Experience-Percent	Yes	No	Not Required But Preferred
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Work experience required	67	17	17
Other occupational experience accepted	20	80	0
Average Experience: 10 months in the occupations; 12 months in a medical field.			

Training-Percent	Yes	No	Not Required But Preferred
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Training acceptable in lieu of experience	60	40	0
Technical or Vocational training required	100	0	0
Type of training: 10 months of vocational/technical training with license			

Education: Minimum Requirement	Percent
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High school graduate or equivalent	67
Associate degree	33

Computer Software: Few employers seek software skill in word processing (Word), many seek skills in Foundation System, McKesson, or Micros Software.
License: Pharmacy Technicians require a license; contact the Department of Consumer Affairs, Board of Pharmacy at (916) 445-5014 for licensing information.

WAGES & BENEFITS

Hourly Wages (Non-Union)	Low	High	Median
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New Hire, No Exp.	\$11.00	\$12.00	\$11.50
New Hire, W/Exp.	\$9.00	\$12.00	\$11.00
3+ Years W/Firm	\$11.00	\$15.00	\$13.50

Hourly Wages (Union - 33%)	Low	High	Median
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New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$6.75	\$13.38	\$10.07
3+ Years W/Firm	\$12.00	\$15.00	\$13.50

Other compensation: None reported

Most of the positions are full-time with employees working an average of 40 hours/week. Some are part-time with employees working an average of 23 hours/week. All employers have a day shift and many have a swing shift. All employers do not promote from this position.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
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Medical Insurance	60	40	0
Dental Insurance	60	40	0
Vision Insurance	60	40	0
Life Insurance	40	20	40
Sick Leave	60	20	20
Vacation	80	20	0
Retirement Plan	40	40	20
Child Care	0	0	100

5 employers responded

PHYSICIAN ASSISTANTS

Also known as Nurse Practitioner

OES Code: 29-1071

Surveyed: 2003

9 Firms Responded - 29 Employees - 7 New Hires

DESCRIPTION

Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistant.

EMPLOYMENT TRENDS

Supply & Demand

Demand is considerably greater than supply of experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employment Opportunities

For the few employers responding to the question employment opportunities are generated through employees leaving the business.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and the internet.

Where the Jobs Are

SIC	Industry
801	Offices of Physicians
805	Nursing and Personal Care Facilities
806	Hospitals

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Much faster than average

Job Growth	33.3%	Forecast
Opening	10	2001 30
Separations	10	2008 40

Fifty-six percent of employers report stability in occupational employment over the previous 12 months, 44 percent report growth. Over the next 24 months, 67 percent of employers expect stability and 33 percent expect growth.

Gender

Fifty-two percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 5

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development: 5

Mathematical Development: 4

Language Development: 5

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 508

Aptitudes:

G -Intelligence	2	K -Motor Coordination	2
V -Verbal aptitude	2	F -Finger Dexterity	3
N -Numerical Aptitude	3	M -Manual Dexterity	3
S -Spatial Aptitude	2	E -Eye/Hand/Foot Coordination	5
P -Form Perception	2	C -Color Discrimination	3
Q -Clerical Perception	2		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	67	22	11
Other occupational experience accepted	14	86	0
Average Experience: 20 months in the occupation; 6 months in a health care field.			

Training - Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	57	43	0
Technical or Vocational training required	56	44	0
Type of training: average of 20 months of vocational training, a Physician License, Nursing License.			

Education: Minimum Requirement	Percent
Bachelor Degree	67
Graduate Study	33

Computer Software: Few employers seek software skills in word processing (Word), few seek software skills in database software (Megawest), and few seek software skills in Outlook.

License: Requires a Physician Assistant License, contact the Department of Consumer Affairs, Physician Assistant Committee, at (916) 263-2323.

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$30.21	\$35.00	\$31.96
New Hire, W/Exp.	\$29.30	\$38.06	\$31.66
3+ Years W/Firm	\$31.16	\$47.95	\$40.00

Other compensation: None reported

Almost all of the positions are full-time with employees working an average of 45 hours/week. Few are part-time with employees working an average of 15 hours/week. All employers have a day shift and some have a swing shift. Few employers promote from this position into occupations such as Clinical Director.

Benefits - Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	63	25	0
Dental Insurance	38	25	25
Vision Insurance	38	25	38
Life Insurance	63	0	38
Sick Leave	88	0	0
Vacation	88	0	0
Retirement Plan	75	13	0
Child Care	0	0	100

8 employers responded

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POLICE AND SHERIFF'S PATROL OFFICERS

Also Known as Deputy Sheriff

SOC Code: 33-3051

Surveyed: 2003

7 Firms Responded - 197 Employees - 22 New Hires

DESCRIPTION

Maintain order, enforce laws and ordinance, and protect life and property in an assigned patrol district. Perform combination of following duties; patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

EMPLOYMENT TRENDS

Supply & Demand

Demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. Demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Employment Opportunities

Almost all employment opportunities are generated by employees leaving the business, few are from promotions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, in-house promotions, and walk-in applicants.

Where the Jobs Are

SIC	Industry
903	Local Government, Except Hospital and Education

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Faster than average

Job Growth	20.8%	Forecast	
Openings	110	2001	530
Separations	90	2004	640

One hundred percent of employers report stability in occupational employment over the previous 12 months. Over the next 24 months, 71 percent of employers expect stability, 14 percent expect growth, and 14 percent expect a decline.

Gender

Ninety-seven percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Level: 9

Specific Vocational Preparation (SVP): 6

(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development: 4

Mathematical Development: 2

Language Development: 3

Aptitudes:

G -Intelligence	3	K -Motor Coordination	3
V -Verbal aptitude	3	F -Finger Dexterity	4
N -Numerical Aptitude	4	M -Manual Dexterity	3
S -Spatial Aptitude	3	E -Eye/Hand/Foot Coordination	3
P -Form Perception	3	C -Color Discrimination	4
Q -Clerical Perception	3		

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 457

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	29	71	0
Other occupational experience accepted	0	100	0
Average Experience: 5 months in the occupation			

Training-Percent	Yes	No	Not Required
Training acceptable in lieu of experience	50	50	0
Technical or Vocational training required	43	57	0
Type of training: average of 12 months of POST/Police Academy			

Education: Minimum Requirement	Percent
High school graduate or equivalent	100

Computer Software: Some employers seek software skills in word processing (Word or WordPerfect) and some seek skills in In-Synch.
License: Not required

WAGES & BENEFITS

Hourly Wages (Union - 100%)	Low	High	Median
New Hire, No Exp.	\$14.96	\$19.18	\$16.55
New Hire, W/Exp.	\$14.38	20.14	\$17.38
3+ Years W/Firm	\$16.11	\$23.97	\$18.92

Other compensation: None reported

All of the positions are full-time with employees working an average of 40 hours/week. All employers have a day shift, swing shift, and a graveyard shift. All employers promote from this position into occupations such as Corporal, Sergeant, Lieutenant, Detective, Capitan, Assistant Chief, or Chief.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	43	57	0
Dental Insurance	43	57	0
Vision Insurance	43	57	0
Life Insurance	57	29	14
Sick Leave	57	43	0
Vacation	57	43	0
Retirement Plan	29	71	0
Child Care	0	0	100
7 employers responded			

SECURITY GUARDS

Also known as Security Officers, Store Investigation, or Loss Prevention Associates

SOC Code: 33-9032

Surveyed: 2003

7 Firms Responded - 107 Employees - 17 New Hires

DESCRIPTION

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

EMPLOYMENT TRENDS

Supply & Demand

Demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. Demand is somewhat greater than supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Employment Opportunities

Many employment opportunities are generated by employees leaving the business, many are from growth, and few are from promotions.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are employee referrals, newspaper ads, and walk-in applicants.

Where the Jobs Are

SIC	Industry
738	Miscellaneous Business Services
821	Elementary and Secondary Schools

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Much faster than average

Job Growth	26.5%	Forecast
Opening	90	2001 340
Separations	70	2008 430

Seventy-one percent of employers report stability in occupational employment over the previous 12 months, 29 percent report growth. Over the next 24 months, 57 percent of employers expect growth and 43 percent expect stability.

Gender

Eighty percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Level: 11

Specific Vocational Preparation (SVP): 3

(Over 1 month up to and including 3 months)

General Education Development (GED)

Reasoning Development: 2

Mathematical Development: 1

Language Development: 2

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 75

Aptitudes:

G-Intelligence	4	K-Motor Coordination	4
V-Verbal aptitude	4	F-Finger Dexterity	4
N-Numerical Aptitude	4	M-Manual Dexterity	4
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	4
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	4		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	43	43	14
Other occupational experience accepted	75	25	
Average Experience: 7 months in the occupation, 8 months police or retail position			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	50	50	0
Technical or Vocational training required	14	86	0
Type of training: average of 1 month for Guard Card			

Education: Minimum Requirement	Percent
High school graduate or equivalent	100

Computer Software: Some employers seek software skills in word processing (Word) and few seek spreadsheet skill (Excel).

License: Requires Security Guard Registration; contact the Department of Consumer Affairs, Bureau of Security and Investigative Services at (916) 322-4000.

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$7.00	\$9.50	\$7.00
New Hire, W/Exp.	\$7.00	\$10.00	\$7.75
3+ Years W/Firm	\$7.00	\$12.00	\$8.50

Other compensation: None reported

Most of the positions are full-time with employees working an average of 40 hours/week. Some are part-time with employees working an average of 26 hours/week. Almost all employers have a day shift, all employers have a swing shift, and many have a graveyard shift. Almost all employers promote from this position into occupations such as Team Leader, Corporal, Lieutenant, Sergeant, Commander, Corporal, Prevention Manager, or Loss Prevention Manager.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	0	57	43
Dental Insurance	0	57	43
Vision Insurance	0	57	43
Life Insurance	0	57	43
Sick Leave	0	57	43
Vacation	0	57	43
Retirement Plan	0	43	57
Child Care	0	0	100
7 employers responded			

TEACHER ASSISTANTS

Also known as Instructional Aides, Special Education Assistants, and Teacher Aides

SOC Code: 25-9041

Surveyed: 2003

15 Firms Responded - 290 Employees - 37 New Hires

DESCRIPTION

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or other professional has ultimate responsibility for the design and implementation of educational programs and services.

EMPLOYMENT TRENDS

Supply & Demand

Demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Employment Opportunities

Almost all employment opportunities are generated by employees leaving the business, few are from growth.

Three Most Successful Recruitment Methods

The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicants.

Where the Jobs Are

SIC	Industry
821	Elementary and Secondary Schools

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Much faster than average

Job Growth	26.5%	Forecast
Openings	190	2001 970
Separations	150	2004 1,160

Seventy-three percent of employers report stability in occupational employment over the previous 12 months, some report growth, and few report a decline. Over the next 24 months, 67 percent of employers expect stability, 13 percent expect growth, and 20 percent expect a decline.

Gender

Eighty-nine percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 11

Specific Vocational Preparation (SVP): 6	Aptitudes:			
(Over 1 year up to and including 2 years)	G-Intelligence	3	K-Motor Coordination	4
General Education Development (GED)	V-Verbal aptitude	3	F-Finger Dexterity	4
Reasoning Development: 4	N-Numerical Aptitude	3	M-Manual Dexterity	3
Mathematical Development: 3	S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	5
Language Development: 4	P-Form Perception	4	C-Color Discrimination	4
See Appendix A, Page 33 for Explanations	Q-Clerical Perception	3		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	27	47	27
Other occupational experience accepted	38	63	0
Average Experience: 12 months in the occupation, 4 months as a Detention Supervisor, Health Clerk, or experience working with public.			

Training - Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	38	63	0
Technical or Vocational training required	13	87	0
Type of training: average of 15 months of vocational training or an Associates degree.			

Education: Minimum Requirement	Percent
High school graduate or equivalent	60
Associate Degree	40
Computer Software: Some employers seek software skills in word processing (Word) and few seek software skills in Microsoft Office Suite.	
License: Not required	

WAGES & BENEFITS

Hourly Wages (Non-Union)	Low	High	Median
New Hire, No Exp.	\$7.67	\$10.00	\$9.32
New Hire, W/Exp.	\$7.00	\$10.53	\$9.88
3+ Years W/Firm	\$8.00	\$12.00	\$10.54
Hourly Wages (Union - 47%)	Low	High	Median
New Hire, No Exp.	\$8.11	\$11.76	\$8.83
New Hire, W/Exp.	\$7.80	\$9.37	\$8.45
3+ Years W/Firm	\$9.09	\$13.05	\$9.53

Other compensation: None reported

Many of the positions are full-time with employees working an average of 39 hours/week. Many are part-time with employees working an average of 21 hours/week. All employers have a day shift. Some employers promote from this position into occupations such as Associate Teacher, Assistant Instructor, or Teacher with the required education.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	29	71	0
Dental Insurance	29	71	0
Vision Insurance	29	71	0
Life Insurance	43	29	29
Sick Leave	43	57	0
Vacation	43	57	0
Retirement Plan	14	71	14
Child Care	0	0	100
7 employers responded			

WORD PROCESSORS AND TYPISTS

Also known as Receptionist, Administrative Assistant, Typist Clerks,
Department Secretary, Secretary, or Clerical

SOC Code: 43-9002

Surveyed: 2003

9 Firms Responded - 27 Employees - 1 New Hires

DESCRIPTION

Use word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

EMPLOYMENT TRENDS

Supply & Demand

Demand is somewhat greater than the supply of experienced applicants. Employers may have difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. The supply of inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

Employment Opportunities

Almost all employment opportunities are generated by employees leaving the business, few are from growth.

Three Most Successful Recruitment Methods

The three most successful recruitment methods for employers are employee referrals, and in-house promotions, or newspaper ads, or walk-in applicants, or the internet.

Where the Jobs Are

SIC	Industry
271	Newspapers
493	Combination Utility Services
806	Hospitals
821	Elementary and Secondary Schools
903	Local Government, Except Hospitals and Education

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Remain stable

Job Growth	0.0%	Forecast
Opening	0	2001 30
Separations	0	2008 30

Eighty-nine percent of employers report stability in occupational employment over the previous 12 months, 11 percent report growth. Over the next 24 months, 78 percent of employers expect stability, 11 percent expect growth, and 11 percent expect a decline.

Gender

Ninety-six percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Level: 10

Specific Vocational Preparation (SVP): 4

(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development: 3

Mathematical Development: 3

Language Development: 3

See Appendix A, Page 33 for Explanations

California Occupational Guide #: 20

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	3	F-Finger Dexterity	3
N-Numerical Aptitude	3	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordination	5
P-Form Perception	3	C-Color Discrimination	5
Q-Clerical Perception	2		

EMPLOYER REQUIREMENTS

Work Experience - Percent	Yes	No	Not Required But Preferred
Work experience required	56	22	22
Other occupational experience accepted	86	14	0
Average Experience: 9 months in the occupation, 5 months as a Receptionist, Customer Service, Department Clerk, or a clerical background.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	43	57	0
Technical or Vocational training required	0	100	0
Type of training: NA			

Education: Minimum Requirement	Percent
High school graduate or equivalent	100

Computer Software: All employers seek software skills in word processing (Word or WordPerfect), most employers seek software skills in spreadsheet (Excel), some seek software skills in database (Access or Adobe), and some seek software skills in Outlook or Quickbooks.

License: Not required

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$7.50	\$11.34	\$8.63
New Hire, W/Exp.	\$6.75	\$11.34	\$8.63
3+ Years W/Firm	\$9.00	\$12.62	\$10.36

Other compensation: None reported

Most of the positions are full-time with employees working an average of 40 hours/week. Some are part-time with employees working an average of 23 hours/week. All employers have a day shift. Most employers promote from this position into occupations such as Customer Service Assistant, Title Examiner, Coordinators, Administrative Assistant, Secretary, or Office Manager.

Percent Paid By:	Benefits—Full-time employees		
	Employer	Shared	Not Provided
Medical Insurance	33	67	0
Dental Insurance	22	67	11
Vision Insurance	22	56	22
Life Insurance	44	44	11
Sick Leave	44	33	22
Vacation	44	56	0
Retirement Plan	22	67	11
Child Care	0	11	89
9 employers responded			

APPENDIX A

Explanation of:

Guide for Occupational Exploration (GOE codes)

Specific Vocational Preparation (SVP)

Aptitudes

Scale of General Education Development (GED)

U. S. Bureau of Labor Statistics Training Levels

APPENDIX A

Guide for Occupational Exploration (GOE)

Many youths and other jobseekers are unprepared for an effective job search because of a lack of knowledge about the kinds of jobs to look for. They may have difficulty relating their interest, skills, and potentials to appropriate occupations. To be effective, vocational counselors must have sufficient information to match an individual's interest, temperaments, potential ability and other personal traits to specific career fields and work conditions.

The U.S. Employment Service designed the Guide for Occupational Exploration to provide career counselors and other Dictionary of Occupational Title users with additional information about the interests, aptitudes, entry level preparation and other traits required for successful performance in various occupations. The GOE is also useful in self assessments and counselor-assisted settings to help people understand themselves realistically regarding their ability to meet job requirements. Descriptive information provided for each work group assists the individual in evaluating his or her own interests and relating them to a pertinent field of work.

The GOE contains descriptive information for each work group and identifies each occupation in the group with a four-digit code and title. In many interest areas, occupations that require the most education, training, and experience are in the first group, while those requiring less formal education or experience are listed in the last group.

Work groups are then subdivided into subgroups (the third two-digit set in the GOE code) of occupations with even homogeneous interests, aptitudes, and adaptability requirements. Each subgroup is identified by its unique six-digit code and title. Individual occupations are listed alphabetically within subgroups. Some subgroups contain occupations from more than one industry, listed within alphabetized industries.

Specific Vocational Preparation (SVP)

Specific Vocational Preparation is defined as the amount of lapsed time required by a typical worker to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation.

This training may be acquired in a school, work, military, institutional, or vocational environment.

It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions for any new job. Specific vocational training includes: vocational education, apprenticeship training, in-plant training, on-the-job training, and essential experience in other jobs.

The following is an explanation of the various levels of specific vocational preparation:

Level Time

- | | |
|----------|---|
| 1 | Short demonstration only |
| 2 | Anything beyond short demonstration up to and including 1 month |
| 3 | Over 1 month up to and including 3 months |
| 4 | Over 3 months up to and including 6 months |
| 5 | Over 6 months up to and including 1 year |
| 6 | Over 1 year up to and including 2 years |
| 7 | Over 2 years up to and including 4 years |
| 8 | Over 4 years up to and including 10 years |
| 9 | Over 10 years |

Note: the levels of this scale are mutually exclusive and do not overlap.

Aptitudes

Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty. The following are the definitions of the eleven aptitudes shown in the Occupational Summaries:

- G - Intelligence: General Learning Ability. The ability to "catch on" or understand instruction and underlying principles; the ability to reason and make judgments. General learning ability is closely related to doing well in school.
- V - Verbal Aptitude: The ability to understand the meaning of words and use them effectively; the ability to comprehend language, to understand relationships between words and to understand meanings of whole sentences and paragraphs.
- N - Numerical Aptitude: The ability to perform arithmetic operations quickly and accurately.
- S - Spatial Aptitude: Ability to think visually of geometric forms and to comprehend the two-dimensional objects. The ability to recognize the relationships resulting from the movements of objects in space.
- P - Form Perception: Ability to perceive pertinent detail in objects in pictorial or graphical material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- Q - Clerical Perception: Ability to perceive pertinent detail in verbal and tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. A measure of speed of perception which is required in many industrial jobs when the job does not have verbal or numerical content.
- K - Motor Coordination: Ability to coordinate eyes and hand of fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.

- F - Finger Dexterity: Ability to move fingers, and manipulate small objects with fingers, rapidly or accurately.
- M - Manual Dexterity: Ability to move hands easily and skillfully. Ability to work with hands in placing and turning motions.
- E - Eye-Hand-Foot Coordination: Ability to move the hand and foot coordinately with each other in accordance with visual stimuli.
- C - Color Discrimination: The ability to match or discriminate between colors in terms of hue, saturation, and brilliance. To identify color or color combination from memory and be able to perceive harmonious or contrasting color combinations.

The preceding definitions are assigned a numerical value according to the following:

Rating	Degree of Aptitude/Ability
1	Markedly High (over 90%)
2	High (66% to 90%)
3	Medium (34% to 65%)
4	Lower (10% to 33%)
5	Markedly Low (under 10%)

APPENDIX A

LEVEL	REASONING	MATHEMATICAL DEVELOPMENT	LANGUAGE DEVELOPMENT
6	Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Apprehend the most abstruse classes of concepts.	Advanced Calculus: Work with limits, continuity, real number system, mean value theorems, and implicit functions theorems. Modern Algebra: Apply fundamental concepts of theories of groups, rings, and fields. Work with differential equations, linear algebra, infinite series, advanced operations methods, and functions of real and complex variables. Statistics: Work with mathematical statistics, mathematical probability and applications, experimental design, statistical inference and econometrics.	Reading: Reading literature, book and play reviews, scientific and technical journals, abstracts, financial reports and legal documents. Writing: Write novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs. Speaking: Conversant in the theory, principles, and methods of effective and persuasive speaking, discussion and debate.
5	Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.	Algebra: Work with exponents and logarithms, linear equations, quadratic equations, mathematical induction and binomial theorems, and permutations. Calculus: Apply concepts of analytic geometry, differentiations, and integration of algebraic functions with applications Statistics: Apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square applications and sampling theory, and factor analysis.	Same as level 6.
4	Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.	Algebra: Deal with system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions: related algebraic solution of equations and inequalities; limits and continuity, and probability and statistical inference. Geometry: Deductive axiomatic geometry, plane and solid; and rectangular coordinates. Shop Math: Practical applications of fractions, percentages, ratio, and proportion, mensuration, logarithms, slide rule, practical algebra, geometric construction, and essentials of trigonometry.	Reading: Reading novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Writing: Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Speaking: Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.

LEVEL	REASONING	MATHEMATICAL DEVELOPMENT	LANGUAGE DEVELOPMENT
3	Apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standard situations.	Compute discount, interest, profit and loss: commission, markup, and selling price; ratio and proportion, and percentage. Calculate surfaces, volumes, weights, and measure. Algebra: Calculate variables and formulas; monomials, and polynomials; ratio and proportion variables; and square roots and radicals. Geometry: Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles, and properties of pairs of angles.	Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Writing: Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech. Speaking: Speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice.
2	Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situation.	Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.	Reading: Passive vocabulary of 5,000-6,000 words. Read at a rate of 190-215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation. Read instructions for assembling model cars and airplanes. Writing: Write compound and complex sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs. Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.
1	Apply commonsense understanding to carry out simple or one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.	Add and subtract two digit numbers. Multiply and divide 10's by 2, 3, 4, 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.	Reading: Recognize meaning of 2,500 (two- or three-syllable) words. Read at a rate of 95-120 words per minute. Compare similarities and differences between words and between series of numbers. Writing: Print simple sentences containing subject, verb, and object, and series of numbers, names, and addresses. Speaking: Speak simple sentences, using normal word order, and present and past tenses.

BLS Training Level Definitions

Occupational training and education classifications were developed by the Bureau of Labor Statistics (BLS) to improve on prior classification systems that did not distinguish between occupations with comparable educational requirements. For example, neither carpenters nor laborers require formal education beyond high school, but the complexity of the work and the training time required results in carpenters being placed in the long-term on the job training category and laborers placed in the short-term on the job training category. Of course there is more than one way to qualify for a job. In this classification system the education and training required reflects the manner in which most workers become proficient in that occupation and the preferences of most employers.

1. **First professional degree.** Occupations that require at least two years of full-time academic study beyond a bachelor's degree (for example, law, medicine, dentistry and clergy).
2. **Doctoral degree.** Occupations that require at least three years of full-time academic study beyond a bachelor's degree culminating in a doctoral degree.
3. **Master's degree.** Occupations that require the completion of a master's degree program which is usually one to two years beyond a bachelor's degree.
4. **Bachelor's or higher and some work experience.** Occupations that generally require work experience in an occupation requiring a bachelor's or higher degree. Most occupations in this category are managerial occupations that require work experience in a related non-managerial occupation.
5. **Bachelor's degree.** Occupations that require the completion of at least 4 but not more than 5 years of full-time academic study beyond high school resulting in a Bachelor's degree.
6. **Associate degree.** Occupations that require the completion of at least 2 years of full-time academic study beyond high school.
7. **Post-secondary vocational education.** Occupations that require completion of vocational school training.
8. **Work experience.** Occupations that require skills obtained through work experience in a related occupation.
9. **Long-term on-the-job-training.** Occupations that require more than 12 months of on-the-job training or combined work experience and formal classroom instruction for workers to develop the skills needed for average job performance.
10. **Moderate-term on-the-job-training.** Occupations in which workers can develop average job performance after 1 to 12 months of combined on-the-job experience and informal training.
11. **Short-term on-the-job-training.** Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

APPENDIX B

Merced County Training Providers

Disclaimer: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

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Merced Adult School

50 East 20th Street Merced, CA 95340 (209) 385-6524

Available Services

Counseling Services

Internet address: <http://www.ecec.mushd.k12.ca.us/adult/index.html>

Accreditation: Western Association of Schools and Colleges (WASC)

Adult Basic Education

Reading Classes

Computer Assisted Instruction

CalWORKS Vocational Training

Office Skills

Building and Housing Trades

Automotive Service and Auto Body

Computer Repair and Maintenance

Multi-media Production

Marketing

Landscaping

Construction Technology

Customer Service

English as a Second Language

I - Literacy/Beginning Low

II - Literacy/Beginning High

III - Literacy/Intermediate Low

IV - Literacy/Intermediate High

Multi-Level English as a Second Language

Office Occupations

Beginning Typing/Keyboarding

Business Math

Business English

Vocabulary Building

Computer Literacy

10-Key Calculator

Alpha/Numeric Filing

Proofreading

Spelling Improvement

Introduction to Word Perfect

General Education Development

High School Diploma Programs

TRAINING PROVIDER DIRECTORY

Community College Programs

Merced College	Associate Degree						
<p>3600 "M" Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6043</p> <p><u>Los Banos Campus</u> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289 <u>Off-Campus Programs at:</u> Livingston, Dos Palos, Chowchilla, and other areas</p>	<p>Available Services</p> <table><tr><td>Financial Aid</td><td>VA Approved</td><td>On-site Child Care</td></tr><tr><td>Job Placement</td><td>Career Assessment</td><td>Career Counseling</td></tr></table> <p>Internet address: http://www.merced.cc.ca.us/ Accreditation: Western Association of Schools and Colleges (WASC)</p>	Financial Aid	VA Approved	On-site Child Care	Job Placement	Career Assessment	Career Counseling
Financial Aid	VA Approved	On-site Child Care					
Job Placement	Career Assessment	Career Counseling					

Accounting	History
Addiction Studies	Horse Management
Administration of Justice	Human Services
Agriculture Business	Humanities
Agriculture, General	HVAC Technician
Animal Science	Industrial Electronics Technician
Anthropology	Industrial Maintenance Technician
Art	Industrial Technology
Automotive	Information/Word Processing
Banking and Finance	Instrumentation and Process Control
Biological Science	Laboratory Technology
Business Administration	Landscape Horticulture
Business, General	Legal Secretarial
Chemistry	Liberal Studies
Chemistry Pre-Professional	Life Science
Clerical Office	Management, Merchandising
Computer-Aided Drafting	Management, Small Business
Computer Studies - Management Information Services	Management/Supervisory Training
Computer Studies - Computer Science	Mathematics
Computer Studies - Computer Studies & Electronics	Mechanized Agriculture Technology
Crop Science	Mechanized Agriculture Technology/John Deere
Dental Laboratory Technology	Medical Office
Diesel Equipment Technology	Music
Drafting	Nursing, Registered
Drama	Nursing, Vocational
Early Childhood Education	Office Technology
Electrical	Paralegal Studies
Electronics Technician	Philosophy
Engineering	Photography
Engineering Technology	Physical Education
English	Physical Science
Environmental Hazardous Material Technology	Physics
Family and Consumer Science	Psychology
Fashion Merchandising	Radiologic Technology
Fire Technology	Real Estate
Food Service Technician	Social Science
Foreign Language	Speech
General Studies	Toyota-Approved Automotive Program
Geology	Welding Technology
Health Services	

Merced College	Certificate Programs
3600 "M" Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6043 <u>Los Banos Campus</u> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289 <u>Off-Campus Programs at:</u> Livingston, Dos Palos, Chowchilla, and other areas	Available Services Financial Aid Job Placement VA Approved Career Assessment On-site Child Care Career Counseling Internet address: http://www.merced.cc.ca.us/ Accreditation: Western Association of Schools and Colleges (WASC)

Agriculture Division

Agriculture Business
Animal Science
Crop Science
Diesel Equipment Technology
General Agriculture
Horse Management
Horseshoeing
Landscape Horticulture
Mechanized Agriculture Technology

Allied Health Division

Dental Laboratory Technology - Removable Prosthetics
Dental Laboratory Technology - Fixed Prosthetics
Nursing, Vocational
Radiologic Technology

Arts Division

Commercial Art
Visual Arts
Photography

Business Division

Accounting
Addiction Studies
Administration of Justice - Corrections Option
Administration of Justice - Law Enforcement Option
Banking and Finance
Business, General
Clerical Office
Early Childhood Science
Family and Consumer Science
Fashion Merchandising
Fire Technology
Food Service Technician
Foster Care Education
Information/Word Processing
Legal Secretarial
Management, Merchandising

Business Division (Cont.)

Management, Small Business
Management/Supervisory Training
Medical Office
Office Technology
Paralegal Studies
Real Estate

Industrial Technology Division

Automotive Engines
Automotive Body and Fender
Automotive Engine Performance
Automotive Suspension and Brakes
Automotive Program, Toyota Approved
Automotive Transmissions
Computer-Aided Drafting - Architectural
Computer-Aided Drafting - Mechanical
Electrician
Electronics Technician
HVAC Technician
HVAC - Commercial Refrigeration
Technician Option
Industrial Electronics Technician
Industrial Electronics Technician
- Instrumentation and Process
Control Option
Industrial Maintenance Technician
Welding Technology

Science Division

Environmental Hazardous Material
Technology

Social Science Division

Human Services

TRAINING PROVIDER DIRECTORY

Community College Programs

Merced College	Employer-focus Training Center		
<p>3600 "M" Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6243</p> <p><u>Los Banos Campus</u> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289</p> <p><u>Off-Campus Programs at:</u> Livingston, Dos Palos, Chowchilla, and other areas</p>	Available Services		
	Financial Aid	VA Approved	On-site Child Care
	Job Placement	Career Assessment	Career Counseling
	Internet address: http://www.merced.cc.ca.us/		
	Accreditation: Western Association of Schools and Colleges (WASC)		
	Computers in Business	Medical Assistant Training	
	Legal Office Technology	Medical Office Technology	

VOCATIONAL TRAINING DIRECTORY

Private Training Programs

Central Valley Opportunity Center Inc. (CVOC)	Available Services
	Job Placement Assistance Career Assessment Career Counseling
Merced Center 1748 Miles Court Merced, CA 95340 (209) 385-6524 Stanislaus Center 701 H Street Modesto, CA 95345 (209) 577-3201 Madera Center 17296 Road 26 Madera, CA 93637 (209) 674-0971	Internet address: http://www.elite.net/~cvocplan/ Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE) General and Advanced Business Occupations Automotive Service/Repair Lithography/Computer Graphics Welding and Industrial Maintenance On-the-Job Training Contracts

Friends International Christian University 2152 "O" Street Merced, CA 95340 (209) 384-7900 Fax: (209) 384-3251	Available Services Job Placement Career Assessment Career Counseling Internet address: http://www.ficu.edu/degree/htm Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE) Associate Programs Biblical Studies Bachelor Programs Biblical Studies Biblical Counseling Church Administration Religious Education Theology Religious Fine Arts Master Programs Biblical Studies Divinity Biblical Counseling Church Administration Religious Education Theology Religious Fine Arts Doctoral Programs Church Administration Ministry Religious Education Biblical Counseling Religious Studies
Golden State Truck School Bldg 90, Castle Airport Atwater, CA 95301 (209) 722-0121 Fax: (209) 722-0245	Available Services Financial Aid VA Approved Internet address: N/A Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE) Truck Driver Training
H & R Block Tax Training School 12 West Main Street Merced, CA 95340 (209) 384-7900 Fax: (209) 384-3251	Available Services None Internet address: http://hrblock.com/tax/maps/ttc.html Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE) Taxation

TRAINING PROVIDER DIRECTORY

Private Training Programs

Sierra College Of Beauty
1340 West 18th Street Merced, CA 95340 (209) 723-2989

Available Services

Financial Aid

VA Approved

Internet address: N/A

Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)
National Accrediting Commission of Cosmetology Arts & Sciences
(NACCAS)

Cosmetology
Manicuring

**Merced County
Office of Education
Regional Occupational
Programs**

632 West 13th Street
Merced, CA 95340
(209) 723-8346

Includes:

Atwater High School

2201 Fruitland Avenue
Atwater, CA 95301
(209) 257-6000

Chowchilla High School

805 Humbolt Avenue
Chowchilla, CA 93610
(209) 665-1331

Dos Palos High School

1701 East Blossom Street
Dos Palos, CA 93620
(209) 392-2131

Golden Valley High School

2121 East Childs Avenue
Merced, CA 95340
(209) 385-8000

Gustine High School

501 North Avenue
Gustine, CA 95322
(209) 854-6414

Hilmar High School

7807 Lander Avenue
Hilmar, CA 95324
(209) 667-5903

Le Grand Union High School

12961 Le Grand Road
Le Grand, CA 95333
(209) 389-9400

Livingston High School

1617 Main Street
Livingston, CA 95334
(209) 394-7961

Los Banos High School

1966 11th Street
Los Banos, CA 93635
(209) 826-6033

Merced High School

205 West Olive Avenue
Merced, CA 95344
(209) 385-6465

Available Services

Counseling for Career Guidance
Vocational Assessment

Placement - by teacher referral

Internet address: <http://www.muhsd.k12.ca.us>

Accreditation: Western Association of Schools and Colleges (WASC)

Courses

Advanced Agriculture Sequence & Computer
Advanced Agriculture Welding
Agriculture Construction and Fabrication
Agriculture Sales & Service
Agriculture Skills
Agriculture Welding
Agriculture Welding & Construction
Art
Auto & Transportation Service
Auto Services I/II
Auto Body
Cabinetmaking I/II
Career In Therapeutic Health
Career Planning
Careers in Accounting
Careers in Criminal Justice
Careers in Infant & Toddler
Computer Applications
Computer Business Applications
Computer Repair & Maintenance
Computerized Drafting I/II
Computer in Agriculture
Construction Technology
Customer Service Representative
Diesel Agriculture Equipment Mechanic
Graphic Arts I/II
Horticulture
Introduction to Careers in Health
Landscape/Gardening
Marketing & Business Management
Marketing (Adult)
Marketing Occupations I/II
Marketing Services
Media Productions
Microcomputer Accounting
Occupations with Children
Office Occupations I/II
Ornamental Horticulture
Power Equipment Technology
Publications
Welding & Fabrication Technology
Welding Technology I/II/III
Working with Children

TRAINING PROVIDER DIRECTORY

University Programs

University of California, Merced

**UC Merced
P.O. Box 2039
Merced, CA 95344**

**Tri-College Center
3600 M Street
Merced, CA 95340**

As part of the UC system, the UC Merced Campus is scheduled to admit its first class in 2004 and the University's mission is to provide outstanding educational opportunities for students from the region, the state and the entire nation. As the University of California's only campus in the Central Valley, UC Merced provides an educational network that spans thirteen counties across the San Joaquin Valley and the Southern Sierra Nevada region. UC Merced's regional network will ultimately encompass three centers outside Merced in Bakersfield, Fresno and Modesto. Programs are also offered at the Merced Tri-College Center and at other sites throughout the San Joaquin Valley.

These interconnected educational centers are critical to UC's mission in the Central Valley. The UC Merced network is designed to meet the specific needs of individual communities while providing a broad spectrum of UC educational services. The new UC campus in Merced is the beacon for all of UC's activities in the Central Valley.

Internet address: <http://www.ucmerced.edu/>

UC Merced, Cal State Stanislaus and Merced College have proudly joined together to form the Merced Tri-College Center, the first facility of its kind in the state. This progressive collaboration provides area residents with one-stop shopping for comprehensive access to higher education, outreach, and information services.

As the anchor for the UC Merced Educational Network, The Merced Tri-College Center will deliver UC Merced educational programming designed to impact students of all ages at sites throughout the San Joaquin Valley.

- ◆ Division of Professional Studies
- ◆ Teacher Professional Development/School Partnerships
- ◆ Degree Programs
- ◆ Transfer Initiatives
- ◆ Student Outreach
- ◆ Research Series
- ◆ Alumni Events

◆ **School University Partnerships**

UC Merced has established unique partnerships with schools in the San Joaquin Valley. These School-University Partnerships offer customized school-centered and professional development programs to meet the specific curricular needs of students, teachers and administrators at selected elementary, middle and high schools. Partnerships have been established in Fresno, Merced, and Kern Counties. New Partnership Programs are being designed for Stanislaus County schools.

◆ **Programs for Professionals**

The Division of Professional Studies is a highly flexible, innovative and progressive unit that easily adapts to its clients' needs. As a member of the UC family of campuses, the division has access to the wealth of educational programs and resources found at its partnering UC campuses. Thus, the Division of Professional Studies can design, develop and deliver a variety of programs to meet the professional development needs of Valley residents.

- ◆ Customized Business Training Programs
- ◆ Principals' Leadership Institutes
- ◆ Professional Development for Teachers
- ◆ Summer Programs for Kids
- ◆ Annual Women in Agriculture Conference



Merced County Occupational Outlook 2003



*Merced County
Department of Workforce Investment*